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AI Policy and Programs Manager

DoIT Technology Platform Director II

Recruitment #24-004776-0004

- DEPARTMENT** DoIT State Chief of Information Technology
- DATE OPENED** 9/3/2024 2:00:00 PM
- FILING DEADLINE** 9/17/2024 11:59:00 PM
- SALARY** \$109,247.00 - \$176,552.00/year
- EMPLOYMENT TYPE** Full-Time
- HR ANALYST** Leah Lastner
- WORK LOCATION** Anne Arundel
- TELEWORK ELIGIBLE** Yes



Introduction

DoIT’s AI enablement work facilitates the adoption of AI across Maryland State Government, through the lens of responsible and productive use, to improve services for Marylanders. We build out foundations, issue policies, create institutional capacity, drive momentum, and encourage experimentation. We do so in deep partnership with stakeholders across the state, and with the help of experts across industry, academia, and civil society.

Maryland is an incredible place to build a career. As an employer, the Department of IT values inclusion, integrity, innovation, empowerment, and hard work. We offer a collaborative work environment, comprehensive health care and benefits, and impactful real-world challenges to grow and excel. If you’re interested in working with a passionate team of people who care about the future of Maryland, start here.

GRADE

STD 0025

LOCATION OF POSITION

Anne Arundel County Dept. of Information Technology (DoIT)
100 Community Place Crownsville, MD 21032

POSITION DUTIES

We are seeking an experienced AI governance leader – the “AI Policy and Programs Manager” – who will help uplevel the state’s capacity to responsibly leverage AI to improve state services and workflows. Reporting to the State’s Senior Advisor for Responsible AI, you will partner with teams and agencies across Maryland to advocate for, build out, and implement policies, processes, and initiatives that promote the responsible and ethical use of AI technologies in state government. This work will center initially on operationalizing the state’s AI principles, adopted in Governor Moore’s AI Executive Order and codified in recent legislation. In a nutshell: this is a unique opportunity to help incubate an entire state’s approach to AI governance. The ideal candidate will be a self-motivated collaborative governance professional, policy expert, technologist, or data science leader with practical experience in cohering and implementing AI governance practices and assessments in complicated organizations.

- Work in deep collaboration with stakeholders across the state to incubate, ship, and operationalize the state’s AI governance policies, approaches, and artifacts, based on best practices, the state’s AI executive order, and relevant legislation, and mapped to the state’s six adopted AI principles.
- In parallel to crafting policies and mechanisms for governing AI in the state, serve as a subject matter expert to advise agencies as needed during procurements, intake, and proofs of concept, leading activities like risk/impact assessments.
- Develop an approach to updating initial policies on some cadence to ensure they stay current.
- Help define a maturity model that underpins our future roadmap for AI governance.
- Help build, manage, facilitate, and leverage partnerships, communities of practice, advisory groups, and other initiatives that intersect with AI governance and build capacity for the state therein.
- Help find ways to increase the state’s “AI IQ” via workforce trainings and other methods.
- Partner with the Legislative Director to provide updates, input, recommendations, and testimony on the state’s AI efforts with members of the General Assembly.
- Stay up-to-date on the AI governance ecosystem - including established and emerging governance frameworks, literature, papers, debates, coalitions and best practices - and advocate for embedding those aspects that further the state’s goals. Stay connected with peers in this ecosystem to share and adopt best practices.

MINIMUM QUALIFICATIONS

Experience: Five (5) years of experience crafting and executing governance policies for an organization, with at least 2 years specifically focused on AI governance. Graduate work or study (e.g. - Masters, PhD, JD) in this space with practical, proven experience is also acceptable.

DESIRED OR PREFERRED QUALIFICATIONS

1. Bachelor's degree or higher coursework in a relevant area.
2. Working experience in at least one discipline relevant to AI governance (e.g. – privacy, cybersecurity, fairness/bias).
3. Strong collaboration, stakeholder management and capacity-building skills.

EXAMINATION PROCESS

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

BENEFITS

STATE OF MARYLAND BENEFITS

FURTHER INSTRUCTIONS

Online applications are highly recommended. However, if you are unable to apply online, the paper application and supplemental questionnaire may be submitted to: Department of Budget and Management, Recruitment and Examination Division, 301 W. Preston St., Baltimore, MD 21201. Paper application materials must be received in our office by the closing date for the recruitment. No postmarks will be accepted.

For questions regarding this recruitment, please contact the DBM Recruitment and Examination Division at Application.Help@maryland.gov or 410-767-4850, MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country.

People with disabilities and bilingual candidates are encouraged to apply.

As an equal opportunity employer, Maryland is committed to recruitment, retaining and promoting employees who are reflective of the State's diversity.

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