

Job Description

Job Title: AI Solutions Analyst
Reports To: IT Manager - Enterprise Architecture
Department: Digital Transformation and Architecture
Division: Information Technology

Job Grade: IT07
FLSA Status: Exempt

SUMMARY: This position researches, evaluates, designs, and implements practical, scalable and responsible artificial intelligence (AI)-enabled solutions to improve business processes, operational efficiency, and associate productivity across the organization. This role combines technical expertise with business acumen to identify opportunities for AI adoption, recommend appropriate tools and technologies, and support responsible and secure use of AI. This position will partner closely with business processors, architects, developers, data teams and stakeholders to assess use cases and recommend tools aligned with organization strategy. The position also serves as a subject matter resource, provides training and guidance to staff, and contributes to the organization’s long-term AI strategy to ensure sustainable value realization.

ESSENTIAL FUNCTIONS:

1. Conducts discovery activities, including interviews, job shadowing, and workflow analysis, to identify business needs and opportunities for AI-enabled solutions.
2. Researches, evaluates, and recommends AI tools, platforms, and technologies aligned with organizational goals, risk tolerance, and governance standards.
3. Designs, prototypes, and supports AI-driven solutions and integrations using a full-stack development approach, including APIs, data sources, and user interfaces.
4. Translates business requirements into technical concepts and communicates technical solutions in clear, non-technical terms.
5. Serves as an internal AI resource by providing consultation, guidance, and best practices to departments and leadership.
6. Develops and delivers presentations, demonstrations, and training sessions to educate staff on AI tools, capabilities, and responsible usage.
7. Partners with IT, Security, Legal, and Compliance to assess and mitigate risks related to data privacy, security, intellectual property, and ethical use of AI.
8. Monitors industry trends and emerging technologies to anticipate future organizational needs and recommend enhancements or new capabilities.
9. Documents use cases, standards, best practices, hands-on guidance and recommendations; contributes to AI governance, policies, and procedures.
10. Tracks adoption, effectiveness, and outcomes of AI initiatives and reports findings to management.
11. Measure outcomes and continuously refine AI solutions to maximize business value.
12. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

Ohio Public Employees Retirement System

• High school diploma or GED	• <input checked="" type="checkbox"/> Required
• Bachelors or Associates degree in related field	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

Direct relevant experience can be substituted for education (if applicable)

- 4 years of related experience in addition to the requirements in the Experience section below

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Qualifications

<ul style="list-style-type: none"> • Proven ability to present information, conduct training, and answer questions from a diverse group of people 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Strong verbal and written communication skills along with the ability to collaborate with a diverse group of technical and non-technical teams 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Strong experience with coding and application development, including experience with modern programming languages and APIs. 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Strong problem-solving and decision-making abilities 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Driven to learn new technologies and the ability to apply them to solutions at OPERS 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Deep business acumen and functional input to recommend and implement process improvements 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Strong customer service-oriented work approach towards internal and external customers 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

Experience

<ul style="list-style-type: none"> • 4 years of professional experience in AI, machine learning, software development, full-stack engineering, systems analysis, or a related technical role. 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Demonstrated experience with AI, machine learning, or predictive analytics concepts. 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Experience evaluating third-party technology vendors or tools and making recommendations. 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Familiarity with data privacy, information security, and risk management concepts related to emerging technologies. 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Working knowledge of AI concepts, tools, and use cases 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Ability to articulate AI concepts, benefits, and limitations to both technical and non-technical audiences 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Experience with data fundamentals, including data quality, data pipelines, structured and unstructured data and model inputs/outputs 	<ul style="list-style-type: none"> • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Experience collaborating with architects and developers on solution design, integration, and deployment within Enterprise environments 	<ul style="list-style-type: none"> • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Familiarity with accessibility, security, and regulatory considerations as they relate to AI-enabled solutions 	<ul style="list-style-type: none"> • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred

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<ul style="list-style-type: none"> • Familiarity with concepts like language models, embeddings, vector search, and retrieval-augmented generation (RAG) 	<ul style="list-style-type: none"> • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Demonstrated proficiency in the technologies listed in the skill set matrix below 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

Certifications/Licenses

<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • <input type="checkbox"/> Required <input type="checkbox"/> Preferred
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Skills

Job Title Skill Matrix	
Java	Required
Angular	Required
SQL	Required
Generative AI Concepts	Required
Prompt Engineering	Required
Python	Preferred
Microsoft Copilot	Preferred
GitHub Copilot	Preferred

Physical Requirements* (if applicable)

<ul style="list-style-type: none"> •
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<ul style="list-style-type: none"> •

***Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR**

DISCLAIMER: The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.

