

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Office of Research and Planning
5. Working Title (What the agency calls the position) MDOC Artificial Intelligence Specialist	11. Section Automation Data Services Section (ADSS)
6. Name and Position Code Description of Direct Supervisor BURTOVOY, KEVIN L; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAMP, JULIE; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza 206 E. Michigan Ave Lansing, MI 48909 / 8am - 5 pm Monday - Friday

14. General Summary of Function/Purpose of Position

The Artificial Intelligence Specialist – is the single point of contact for the Michigan Department of Corrections (MDOC) for all responsibilities related to Artificial Intelligence (AI). This position will develop an Artificial Intelligence strategy for the department. It will also establish necessary policies and procedures related to Artificial Intelligence (AI), Large Language Model (LLM)'s and related data integrations. Departmental Specialist position is dedicated to the oversight of Artificial Intelligence (AI) initiatives within the department. This position will serve as the department's subject matter expert on AI applications, ensuring that all AI-related projects are implemented ethically, securely, and in compliance with state and federal regulations, lead the development and execution of the department's strategy for the adoption and integration of AI/Large Language Models. Lead projects to implement AI/LLM solutions including but not limited to data preparation & preprocessing, fine tuning and model training, model monitoring and evaluations for improvement, and prompt design, optimization, and chaining. This position will be responsible for leading the agency's efforts in exploring and implementing Artificial Intelligence (AI) and Large Language Model (LLM) technologies to enhance operational efficiency, improve decision-making, and streamline various business processes.

The position will work closely with stakeholders across all MDOC Administrations (i.e., Field Operations, Corrections Facility, Budget and Operations, and Executive) to identify potential use cases, develop and implement LLM-powered solutions, and provide first-tier user support. This role requires a strong understanding of artificial intelligence, natural language processing, project management skills, and the ability to translate technical concepts into practical business solutions.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

The Artificial Intelligence Specialist – is the single point of contact for the Michigan Department of Corrections (MDOC) for all responsibilities related to Artificial Intelligence (AI). This position will develop an Artificial Intelligence strategy for the department. It will also establish necessary policies and procedures related to Artificial Intelligence (AI), Large Language Model (LLM)'s and related data integrations.

Individual tasks related to the duty:

- Interprets existing and proposed laws, policies, and procedures as they relate to AI/Large Language Models
- Develop and maintain policies and procedures to govern the responsible use of AI technologies.
- Lead the development and execution of the department's strategy for the adoption and integration of AI/Large Language Models.
- Develop and maintain expertise in latest advancements in AI/LLM technology and related fields.
- Providing strategic guidance on the use of AI in correctional operations, including risk assessment tools, data analytics, and automation.
- Ensure compliance with all state and federal regulations concerning data privacy, offender rights, and digital evidence.
- Designs and implements methods for review, evaluation and cost analysis of LLM platforms and technologies based on the department's needs and security requirements.
- Liaison to DTMB, contracted vendors, and other state/federal agencies to support the technical setup, configuration, and integration of the chosen LLM platform within the existing IT infrastructure.
- In collaboration with MiSAP security and compliance teams, the specialist participates in identifying risks AI, Large Language Model (LLM)'s and mitigations of the risks.

Duty 2

General Summary:

Percentage: 40

This position will be responsible for leading the agency's efforts in exploring and implementing Artificial Intelligence (AI) and Large Language Model (LLM) technologies to enhance operational efficiency, improve decision-making, and streamline various business processes.

Individual tasks related to the duty:

- Develop, implement and maintain AI models to support threat detection, behavior prediction, and operational efficiency.
- Analyze structured and unstructured data, including text related to AI and LLM.
- Participate as a project team member for LLM implementation initiatives, ensuring MDOC technical and business requirements are met.
- Monitoring AI systems for performance, bias, and compliance with privacy standards.
- Leverage LLM technologies to monitor and interpret communications for potential security threats.
- Collaborate with Intelligence Units to translate real time data into actionable intelligence.
- Work with IT and cybersecurity teams to ensure the integrity and security of AI systems and data pipelines.
- Develop dashboards and visualizations to support decision making for the Department.
- Develop and maintain documentation in AI systems, workflows and audit trails.
- Develop and maintain processes related to Data Preparation & Preprocessing.
- Develop and maintain processes related to fine tuning and model training.
- Develop and maintain processes related to model monitoring and evaluations for improvement.
- Develop and maintain processes related to Prompt design, optimization, and chaining.
- Assist in integrating AI tools with existing case management systems, surveillance platforms, correctional databases or other recommended process as needed.
- Makes recommendations in areas of AI as SME.

Duty 3

General Summary:

Percentage: 15

The position will work closely with stakeholders across all MDOC Administrations (i.e., Field Operations, Corrections Facility, Budget and Operations, and Executive) to identify potential use cases, develop and implement LLM-powered solutions, and provide first-tier user support.

Individual tasks related to the duty:

- Collaborate with internal stakeholders and external partners to evaluate and implement AI solutions that enhance public safety and operational efficiency.
- Serve as a project team member for LLM implementation initiatives, ensuring MDOC technical and business requirements are met.
- Collaborate with various business areas to understand their operational challenges and identify potential use cases for LLM applications.
- Designs and conducts surveys or special studies to determine needs and to assist in planning, implementing and evaluating use cases, consolidates data, and prepares reports.
- Facilitate workshops and discussions to brainstorm and prioritize LLM use case opportunities.
- Analyze the feasibility, potential benefits, and risks associated with identified use cases.
- Document detailed requirements and specifications for LLM-powered solutions.
- Lead projects to implement AI/LLM solutions including but not limited to data preparation & preprocessing, fine tuning and model training, model monitoring and evaluations for improvement, and prompt design, optimization, and chaining.

Duty 4

General Summary:

Percentage: 5

Duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions within a prioritized project related to data preparation and preprocessing, fine tuning and model training, model monitoring and evaluation for improvement, prompt design, optimization and chaining. Procedural changes to improve efficiency of operations. Methodology of data collection and content of reports.

17. Describe the types of decisions that require the supervisor's review.

Decisions involving significant changes to strategies, infrastructure, performance, or budgets, as well as any actions that may impact business continuity or compliance, will require supervisor review and approval.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

High pressure situations related to deadlines. The position requires extensive use of a computer and long periods of sitting. Travel throughout the State will be required to facilitate meetings/training and on-site evaluations of business process.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Departmental Specialist position is dedicated to the oversight of Artificial Intelligence (AI) initiatives within the department. This position will serve as the department's subject matter expert on AI applications, ensuring that all AI-related projects are implemented ethically, securely, and in compliance with state and federal regulations, lead the development and execution of the department's strategy for the adoption and integration of AI/Large Language Models. Lead projects to implement AI/LLM solutions including but not limited to data preparation & preprocessing, fine tuning and model training, model monitoring and evaluations for improvement, and prompt design, optimization, and chaining.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Establishment.

25. What is the function of the work area and how does this position fit into that function?

The Office of Research and Planning guides certain department strategic directions related to information technology. It evaluates, recommends, and implements IT solutions for the Department. These solutions impact the department's budget and ability to implement its mission and strategic initiatives. Coordination of activities is required with all department bureaus as well as the Governor's office, the Legislature, and other state agencies. This position functions under the Administrator's direction to create alignment with the department's strategic direction and implement highly complex and diverse collaborative initiatives within the MDOC and between the MDOC and other public and private organizations. These initiatives have a substantial direct impact on the department's mission and are aimed at supporting the department's strategic plan through internal alignment and external outreach and coordination. This position will work within the designated business areas assisting with the implementation and future support of an enterprise level, AI/LLM system and support the use of this to increase work efficiency and expand the ability to conduct evaluations on MDOC processes and data.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proficiency in Programming, Natural Language Processing (NLP), Machine Learning (ML), Data Analysis, Mathematics, Transfer Learning, In-context Learning, Sentiment Analysis, and Ability to train models with limited data.

Knowledge of developer tools for training and updating language models

Knowledge of Department of Technology, Management and Budget (DTMB) IT Policies, Procedures and Standards.

Strong interpersonal and communication skills with the ability to positively work with employees of all abilities and temperaments.

Good writing, oral communication, problem solving, and training skills.

The ability to use various software applications such as specialized AI/LLM applications as well as MS Word, Excel, PowerPoint, Access, and Outlook.

Ability to set priorities and coordinate work with others from within and outside the Department of Corrections.

Ability to organize, evaluate and present information effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

ASHLEY NORTON

Appointing Authority

9/19/2025

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date