POSITION: AI & BI Specialist
DEPARTMENT: Business Intelligence
REPORTS TO: Business Intelligence Director
CLASSIFICATION: Full-time (Salary, Exempt)

POSITION SUMMARY

Under the oversight of the Business Intelligence Director, the AI (Artificial Intelligence) & BI (Business Intelligence) Specialist will be responsible for executing and implementing AI and BI solutions within the Association. This includes deploying and managing large language models (LLM), integrating AI systems with existing infrastructure, managing data storage for AI and BI solutions, and developing data pipelines to support day to day operations. Additionally, the role involves managing business intelligence systems, including the installation, configuration, and maintenance of BI tools, connecting these tools to data sources, and implementing extract, transform, and load (ETL) processes for data integration.

The AI & BI Specialist will also be responsible for ensuring compliance with data privacy and security regulations, providing training and support to end-users, and staying updated with the latest AI and BI technologies

ESSENTIAL JOB FUNCTIONS

Assigned with or without reasonable accommodation.

- Manage AI Services: Deploy and manage AI models and algorithms across the organization.

- AI System Integration: Ensure the integration of generative AI systems with existing infrastructure to support business operations. Create, manage, and deploy agents to improve efficiency and productivity across the Association.

- Database Management: Manage and optimize databases used for AI and BI data storage and retrieval, ensuring data integrity and performance.

- Data Pipelining: Develop and maintain data pipelines to feed AI and BI models and Association systems with relevant data from various sources.

- Manage BI Systems: Oversee the installation, configuration, and maintenance of BI tools like Power BI or Tableau.

- Data Integration: Connect BI solutions to company data sources, ensuring data accuracy and availability.

- ETL Processes: Develop and implement ETL processes to extract, transform, and load data into AI and BI systems.

- Data Visualization: Create and maintain data visualizations, dashboards and reports using BI or other Association tools.

- Compliance and Security: Ensure compliance with data privacy and security regulations in both AI and BI operations.

- Training and Support: Provide training and support to end-users on intelligence systems.

- Staying Updated: Stay current with the latest technologies and trends to continuously improve services.

- End-user Feedback: Monitor end-user feedback to enhance AI assistant and BI performance and success rates.

- Team Collaboration: Work closely with all departments to ensure AI and BI technologies align with organizational goals.

STANDARDS OF EXCELLENCE
These duties reflect the cooperative's mission and purpose, and they are required of all employees:

- Work according to the safety rules and company policies as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.

- Adhere to the cybersecurity policies, procedures, and practices as adopted by PVREA and is responsible for participating in cybersecurity training and awareness exercises.

- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.

- Support the strategic goals of the organization in accordance with the Association's Strategic Plan.

- Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies, and equipment vendors in a kind, courteous and professional manner.

- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.

- Assist in the emergency restoration of facilities during storms or general outages.

- Regular and predictable attendance are essential functions of the position.

- Performs other duties within capabilities as directed by supervisors.

JOB QUALIFICATIONS
Education and/or formal training needed: Bachelor's degree in Artificial Intelligence, Business Intelligence, Computer Science, Data Science, or a related field. Relevant industry certifications or job experience may be accepted in lieu of a degree if they demonstrate comparable knowledge and expertise.

Experience needed: This employee should have at least two to four years (2-4) of experience in deploying and maintaining AI and large language models, generative AI, integrating AI systems with existing infrastructure, and managing databases for AI data storage. Additionally, experience with business intelligence tools such as Power BI or Tableau is essential, along with proficiency in ETL processes and data visualization techniques. Familiarity with cloud platforms like AWS, Azure, or Google Cloud is also beneficial. The candidate should have a proven track record of ensuring data integrity, security, and compliance in both AI and BI operations.

Knowledge, skill and abilities needed: The AI & BI Specialist should possess a comprehensive set of technical and soft skills. Technically, they should have strong knowledge of generative AI and machine learning concepts, proficiency in database systems such as SQL, Oracle, MySQL or PostgreSQL, and experience with data modeling and data warehousing. Additionally, they should be skilled in using BI tools for data visualization and reporting. From a soft skills perspective, excellent communication and problem-solving abilities are essential for collaborating with stakeholders and resolving technical issues. The ability to manage multiple projects simultaneously and prioritize tasks effectively is also critical. Furthermore, the candidate should be adaptable and able to stay updated with the latest advancements in AI and BI technologies to continuously improve organizational capabilities. Strong analytical skills and attention to detail are vital for ensuring data quality and integrity across all systems.

Drug/Alcohol: A drug/alcohol test is administered to all job offer recipients, as well as a background check.

Driving: Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

Mental Demands: This employee must be able to work well with the public, Association members, and other Association employees. They need to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. The employee must be able to learn new procedures and equipment and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be always maintained with members and co-workers.

Physical Demands: The employee must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation. This employee:
- Spends approximately 90% of the day sitting at a desk, 10% of the day walking, driving, lifting, bending, crouching, kneeling, and reaching (percentages will vary dependent upon the work to be accomplished).

- Will occasionally be required to carry equipment and materials that may weigh as much as 50 pounds.

MATERIALS AND EQUIPMENT USED
General office and communication equipment including, but not limited to, computers, laptops, tablets, hard wired and cellular phones, copy machines, and scanners. Various software solutions including Microsoft products.

WORKING CONDITIONS
The AI & BI Specialist spends about 95% of their time indoors. The remaining time may be spent outside on facility grounds. Noise level is estimated to be 50-60 decibels.

COMPENSATION
The starting annual salary range for this position is $103,000 – $110,000 (DOQ)
Actual compensation offer to candidate may vary outside of the posted hiring rate based upon work experience, education, and/or skill level.

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W e   a r e   a n   E q u a l   O p p o r t u n i t y   E m p l o y e r

BENEFITS

- Medical, prescription and dental insurance with 100% employer paid premiums
- Health Savings Account
- Defined benefit pension plan
- 401(k) plan
- Life insurance
- Paid holidays, vacation, and sick leave
- Wellness programs
- Tuition reimbursement
- Employee assistance program

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.