

# CUYAHOGA COUNTY COMMON PLEAS COURT GENERAL DIVISION – JOB DESCRIPTION

**Job Title:** Research Planner  
**Department:** Corrections Planning Board

**Reports To:** Court Administrator/Corrections Planning Board  
**Salary:** Administrator \$66,310.40

## SUMMARY

This is an unclassified position held at the pleasure of the Court. The Research Planner researches, plans and evaluates various programs implemented by the Court. The Research Planner is primarily responsible for ongoing program evaluation and research analysis to assist in maintaining and securing funding from various grant sources. The Research Planner must be self-motivated, while daily direction and oversight is provided by the Corrections Planning Board Administrator, the Research Planner requires the ability to think and work independently. The Research Planner will also be involved in work that is directed specifically by the Court Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include accuracy and efficiency in the following:

1. Monitor program and staff performance as it relates to grant goals and objectives.
2. Prepare federal and state progress reports on a variety of grant initiatives; assist with grant development.
3. Research, analyze and collect data from various sources both inside and outside the court system.
4. Create and manage a variety of specialized databases for Court and grant activities.
5. Write reports documenting program performance and effectiveness, and document Court and criminal justice trends.
6. Assist Court, Probation Department and Corrections Planning Board staff with planning and preparation of grant requests for future funding.
7. Assist Probation Department staff with compliance related to various grant requirements.
8. Participate in various committees as assigned by the Court and Corrections Board.
9. Perform a variety of other related duties as required (e.g., filing, answering telephones, scanning/imaging).

*The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.*

## KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

The position requires a high degree of skill and ability in communicating effectively their knowledge of grants management. The Research Planner relies on specialized training, experience and solid collaborative abilities to perform tasks and sound judgement to collect, analyze and disseminate information. The job may include the following:

1. Demonstrated ability to communicate effectively, especially in writing.
2. Experience in grants management, especially writing narrative descriptions and general budget preparation.
3. Knowledge of personal computers and software including spreadsheets, databases, presentation graphics, word processing and some statistics.
4. Ability to gather data from various sources, analyze it, and provide useful information from which decisions can be made.
5. Possess a professional appearance and demeanor at all times.

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**EDUCATION and EXPERIENCE**

A minimum of a Master’s degree and five (5) years of relevant work experience or an equivalent combination of education and experience. LEADS certification is required within 90 days of the date of hire.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves working both in a normal Court and office environment, with no unusual demands or exposure to hazardous situations. Frequent contact occurs with the Administrative Judge and other Judges, Court Administration, Chief and Deputy Chief Probation Officers, Corrections Planning Board members, local and state agency officials, co-workers, other Court personnel and other agencies. This position encounters various and diverse demands from other personnel and/or agencies.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position will require work beyond normal hours, including evenings and weekends. Some travel within and outside the State of Ohio may be required.

**APPLICATION REQUIREMENTS**

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. **Resume review will begin on Friday, June 7**, and the position will remain open until filled:

Cuyahoga County Common Pleas Court  
Gregory Popovich - Court Administrator  
1200 Ontario Street  
Justice Center - 11th Floor  
Cleveland, Ohio 4113

(e-mail: [infosys@cuyahogacounty.us](mailto:infosys@cuyahogacounty.us))

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8562.

Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court’s website:  
<https://cp.cuyahogacounty.us/court-information/employment/>  
or  
Cuyahoga County’s website:  
[www.cuyahogacounty.us](http://www.cuyahogacounty.us)