

ELIZABETH REED



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Grove City, OH 43123

PROFESSIONAL SUMMARY

Visionary public sector leader with 30 years of experience advancing equitable and data-driven hiring practices for the City of Columbus. Proven record of driving operational efficiency, compliance, and innovation in civil service testing and selection. Recognized for leading cross-functional teams, managing complex projects and budgets, and fostering inclusive hiring strategies that serve the community.

SKILLS

- Expertise in public sector employment testing, validation, and compliance
- Proven leadership in civil service policy development and implementation
- Demonstrated budgeting, fiscal analysis, and contract management skills
- Skilled in NEOGOV, Granicus, and data-driven decision-making tools
- Deep understanding of personnel selection regulations and labor contracts

EDUCATION

Ohio State University
01/1987

Bachelor of Science: Human Resources Management, Business Administration

WORK HISTORY

Columbus Civil Service Commission - CSC Executive Assistant Director

77 North Front Street 3rd Floor

09/2019 - Current

- Leads cross-functional testing teams through job analysis, test development, scoring, and validation, driving improvements during major organizational transitions.
- Formulates and revises operational policies to align with regulatory requirements.
- Oversees budgeting and fiscal planning to ensure resource alignment with Commission priorities.
- Drafts, reviews, and maintains vendor contracts.
- Spearheads the Commission's website redesign and Granicus implementation to improve community engagement.
- Inspired and led the collaborative efforts to host the City's first *Opportunity Rising Career Fair*.
- Mentors and trains staff to ensure testing teams use the best selection practices and maintain compliance with personnel selection principles, guidelines, regulations, and bargaining unit contracts.
- Serves on the Commission Trial Board, reviewing appeals of disciplinary actions.
- Analyzes selection data to inform strategic decision-making and process improvements.
- Active representative on the City's Equity Group
- Manages the Edge grant for justice-involved residents and collaborates with economic mobility initiatives.

City of Columbus Civil Service Commission - Personnel Administrative Manager / Personnel Analyst Supervisor

03/2000 - 09/2019

- Managed Public Safety testing team in developing and administering diverse assessment types, including simulations, oral boards, and multimedia-based exams.
- Delivered timely, high-quality exam development and validation under tight deadlines.

- Interpreted labor contracts and represented the City during arbitrations and grievances.
- Oversaw applicant processing for 3,000-10,000 candidates annually via NEOGOV applicant tracking system.
- Served on the Commission Trial Board; drafted reports with final recommendations.

City of Columbus Civil Service Commission - Personnel Analyst
10/1994 - 03/2000

- Prepared and presented information to senior leaders, candidates, assessors, and prospective applicants.
- Conducted job analyses, including statistical analyses, to ensure valid assessment development and appropriate specification actions for over 80 classifications.
- Actively participated in strategic planning, including vision and mission development and benchmarking.

ACCOMPLISHMENTS

- Implemented key recommendations from the Columbus Community Safety Advisory Commission.
- Orchestrated Public Safety team's relocation while maintaining uninterrupted exam operations.
- Led exam operations during COVID and cybersecurity crises, ensuring continuity of critical testing.
- Launched Police and Fire recruitment expos and citywide job fairs to enhance workforce diversity.
- Received the 2006 IPAC Innovations in Assessment Award for developing video-based situational judgment exams.
- Founded and chaired the first IPAC chapter—GLEAN—and served as IPAC President.
- As Chair of the Southwest Area Commission, authored its vision and fostered constructive community engagement.