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COUNTY OF ERIE
MARK C. POLONCARZ
COUNTY EXECUTIVE

January 13, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, NY 14202

Re: Re-appointment of the Commissioner of Personnel

Dear Honorable Members:

Pursuant to Article 9, Section 901 of the Erie County Charter, I hereby submit for your confirmation the re-appointment Commissioner Brian C. Bray, D.P.A., to the position of the Commissioner of the Department of Personnel with a term expiration of February 4, 2030.

Should your Honorable Body require further information, I encourage you to contact my Chief of Staff, Benjamin Swanekamp. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz
Erie County Executive

cc: Appointee
MCP/nn

BRIAN C. BRAY, D.P.A.

ERIE COUNTY PERSONNEL COMMISSIONER

716-258-0131
BRIANCBRAY@GMAIL.COM

ABOUT

Experienced public administrator with a strong background in human resources, policy development, governmental relations, and human services. Currently serving as the Commissioner of Erie County's Personnel Department, overseeing civil service administration for the County, towns, villages, school districts, and special districts. Skilled in ensuring compliance with state and federal regulations, managing payroll and benefits, and leading organizational initiatives.

Previous leadership roles include directing senior services for the Town of Amherst, managing special projects in social services, and serving as a legislative liaison for the County Executive. Committed to improving outcomes for residents through effective policies and programs.

Holds a Doctor of Public Administration from West Chester University, a Master of Public Administration from Hilbert College, and a Bachelor of Arts from the University at Buffalo.

Leadership roles include Chair of the Town of Amherst Zoning Board of Appeals and the Erie County Deferred Compensation Committee, and Board Member for the Labor Management Health Fund, the Buffalo-Niagara Chapter of the American Society for Public Administration and Buffalo State University Master of Public Administration Advisory Board.

KNOWLEDGE, SKILLS & ABILITIES

Expertise in human resources management, policy analysis, leadership, legislative strategy, public relations, data-driven decision-making, stakeholder engagement, organizational improvement, and compliance with labor laws.

EXPERIENCE

AUG. 2022 - PRESENT

Commissioner, Erie County Department of Personnel
Buffalo, New York

As Personnel Commissioner, oversees the centralized human resources agency for Erie County, which includes 33 employees and a \$5 million budget. The department provides services to over 130 appointing authorities and 26,000 employees. Responsibilities include administering New York State Civil Service Law and ensuring compliance with employment regulations across multiple jurisdictions. Supervises payroll administration, employee benefits programs, and adherence to federal, state, and local labor laws.

DEC. 2021 – AUG. 2022

Policy Director, Office of the County Executive
Buffalo, New York

In this role, advised the County Executive on legislative priorities and policy matters, developing briefings, research materials, and presentations for internal and external stakeholders. Coordinated policy recommendations with government departments, community leaders, and other stakeholders.

JUNE 2020 – DEC. 2021

Senior Services Director, Town of Amherst
Amherst, New York

Directed programming and services at the Amherst Center for Senior Services, supporting the physical and mental well-being of older residents. Responsibilities included analyzing operations to improve performance, preparing and managing budgets, and overseeing purchasing and vendor relations. Planned and supervised educational, social, and recreational activities and built partnerships with government officials, healthcare providers, and community organizations.

DEC. 2013 – MAY 2020

Special Assistant to the Commissioner, Erie County Department of Social Services
Buffalo, New York

Supervised functions such as technical assistance, data reporting, community relations, and language and disability access, overseeing 15 staff members. Served on the department's executive team, managing special projects and IT initiatives, including budget preparation and technology vision implementation. Represented the department before the Legislature, media, and community boards.

JAN. 2012 – DEC. 2013

Legislative Liaison, Office of the Erie County Executive
Buffalo, New York

Facilitated relationships with legislators and staff to secure approvals for initiatives proposed by the County Executive. Managed legislative strategy, provided updates to department heads, and designed presentations and publications for internal and public dissemination.

JAN. 2008 – JUNE 2009
OCT. 2010 – DEC. 2011

Senior Legislative Aide, City of Buffalo Common Council
Buffalo, New York

Supported the Common Council by conducting policy analysis, drafting legislation, and clerking finance and community development committees. Met with constituents, businesses, and non-profit agencies to address legislative concerns and inquiries.

JUNE 2009 – AUG. 2010

Public Affairs Officer, Erie County Water Authority
Buffalo, New York

Led the Public Affairs Unit, managing communications, marketing, and organizational publications such as annual reports and news releases. Served as a member of the senior management team and oversaw the unit's budget and vendor relations.

FEB. 2004 – JAN. 2008

Senior Legislative Clerk, Erie County Legislature
Buffalo, New York

Administered the Legislature's clerical operations, creating agendas, minutes, and certified resolutions. Coordinated a \$1 million Public Benefit program, shepherding grants to non-profit agencies through the approval process.

EDUCATION

December 2023

Doctor of Public Administration

West Chester University, West Chester, PA

Dissertation: *Descriptive Analysis of Open Government Practices of Four Mid-Sized Cities in New York State.*

February 2014

Master of Public Administration

Hilbert College, Hamburg, NY

Thesis: *Imposition of a Development Impact Fee as a Dedicated Funding Source to Combat Vacant and Abandoned Housing.*

June 2002

Bachelor of Arts in Political Science

University at Buffalo, Amherst, NY

BOARD MEMBERSHIPS & VOLUNTEER LEADERSHIP

- Chairman, Erie County Deferred Compensation Committee (2022 – Present)
- Member, Board of Trustees, Labor Management Health Fund (2022 – Present)
- Chairperson, Town of Amherst Zoning Board (2021 – Present)
- Executive Committee Member, American Society for Public Administration (Buffalo-Niagara Chapter) (2018 – Present)
- Member, SUNY Buffalo State University's MPA Advisory Board (2024-Present)

PROFESSIONAL ASSOCIATIONS

- Society for Human Resources Management (SHRM)
- Buffalo-Niagara Human Resources Association (BNHRA)
- American Society for Public Administration (ASPA), Section on Personnel Administration and Labor Relations