

bureaus, divisions, institutions or agencies of the State, in order to secure information upon which to base recommendations to the Governor as to the appropriations that will be needed for the maintenance and operation of all such agencies.

## 23.

In connection with this study of the needs of the several departments, boards, commissions, bureaus, divisions, institutions and agencies of the State, the **[Director]** *Secretary* shall give careful attention to the administration, organization and duties of the same in order to ascertain whether there is any duplication or overlapping of work, duties or functions, and shall make reports and recommendations to the Governor for the reorganization or consolidation of any departments, boards, commissions, bureaus, divisions, institutions or agencies whenever in his opinion such reorganization or consolidation would result in economy or efficiency, or be to the best interest of the State.

## 23B.

The **[Director]** *Secretary*, after consultation with the State Comptroller, shall be responsible for planning and controlling data processing in the several departments and agencies of the State government. The **[Director]** *Secretary* shall continuously study the data processing function within the State in order to improve its efficiency and economy. All changes effected by any department or agency pertaining to data processing shall first be reviewed and approved by the **[Director]** *Secretary* for compatibility with existing procedures and equipment. The purchase, lease, or rental of mechanical or electronic data processing equipment for all State departments and agencies shall be reviewed and approved by the **[Director]** *Secretary* prior to the purchase, lease, or rental.

## 24.

The **[Director]** *Secretary* shall appoint in accordance with the provisions of #16 of this Article a farm manager-advisor building engineer and one or more budget analysts, whose duties and qualifications shall be as follows:

(a) The farm manager-advisor shall be a graduate of a recognized college of agriculture. He shall continuously analyze the food requirements of all State institutions and shall make recommendations concerning the operation of farms and dairies owned and operated by the State and shall make recommendations concerning the acquisition, disposal and use of such farms and dairies.

(b) The building engineer shall be a graduate mechanical engineer with at least three years experience in building construction and maintenance. He shall continuously study all the maintenance and operational costs of all buildings owned or operated by the State and make recommendations concerning needed repairs, improvements and operational and maintenance costs.

(c) The budget analysts shall be graduates of a recognized school of business administration with at least three years experience in personnel and other subjects related to the operation of business organization. He shall continuously study and analyze all budget