

Ex. order No. 12

The City Record Mar 30, 1974

P. 1170

OFFICE OF THE MAYOR

**Executive Order No. 12
March 22, 1974**

ESTABLISHMENT OF A DIVISION OF MANAGEMENT ANALYSIS

Whereas, The Bureau of the Budget, Office of the Mayor has the statutory responsibility to evaluate City programs in terms of productivity achievements and make recommenda-

tions on the allocation of resources, cost savings and the augmentation of revenue, and
Whereas, The principles of Management Analysis, including Project Management and Industrial Engineering techniques, are often applied to evaluate complex programs where cost and time constraints are critical, and

Whereas, It is essential for the Bureau of the Budget to have continuing analytical review of relevant program data and make recommendations to administrators for better control of complex programs.

Now, therefore, pursuant to the authority vested in me as Mayor of The City of New York, it is hereby ordered:

Section 1. There is hereby created a Division of Management Analysis in the Bureau of the Budget, Office of the Mayor.

§ 2. The Division of Management Analysis shall have the following functions and duties:

(a) to undertake management surveys and analytical studies of agency operations and make recommendations to raise the level of the efficiency of government services by improved employee utilization, methods and procedures and performance reporting systems.

(b) to perform audits of agency operations which will support the Bureau of the Budget's continuing review of agency fiscal operations and controls.

(c) to evaluate the feasibility and cost effectiveness agency computer based information systems, including contract management, design and implementation.

§ 3. This order shall take effect immediately.

m29-a4

ABRAHAM D. BEAME, Mayor.