

**Date:** 05.10.2002

**Subject:** Organizational Realignment – Clerical Support and Scheduling Authority

**Issued by:** Administrative Resource Management Division

In alignment with the Ministry-wide initiative to consolidate administrative functions and reduce cross-unit redundancy, the **clerical scheduling function** across Districts A–D will be reorganized under a single supervisory office starting **November 1st**.

The change affects approximately 46 staff members whose primary duties include document scanning, case entry, fine scheduling, and citizen notification preparation. Their reporting line will shift from local station supervisors to the Central Coordination Unit (CCU) in Frankfurt.

This realignment **does not alter enforcement authority or operational workflows** for traffic violations or fine processing. It is strictly an administrative optimization aimed at:

- Centralizing calendar and shift planning
- Reducing administrative backlog during peak months
- Introducing cross-training for staff to enable flexible role coverage

Staff affected by the change will receive individual reassignment letters by October 12 and are invited to a transition briefing scheduled for October 15 via intranet teleconference.

Please direct questions to Ms. Heidemann, Regional Admin Coordinator.