

10. Describe the work of this position using the following format:

What is the action being done ; to **whom** or **what** is the action directed; **why** is the action being done; **how** is the action being done?

11. Indicate the minimum levels of education and experience necessary for an employee to begin employment in this position. The information will be used for applicant screening during recruitment.

Required Education and/or Experience:

Required Licenses, Certificates and Registrations:

Preferred Education and/or Experience:

Special Qualifications necessary as a physical requirement, bona fide occupational qualification (BFOQ) or otherwise special requirement relative to job duties: