



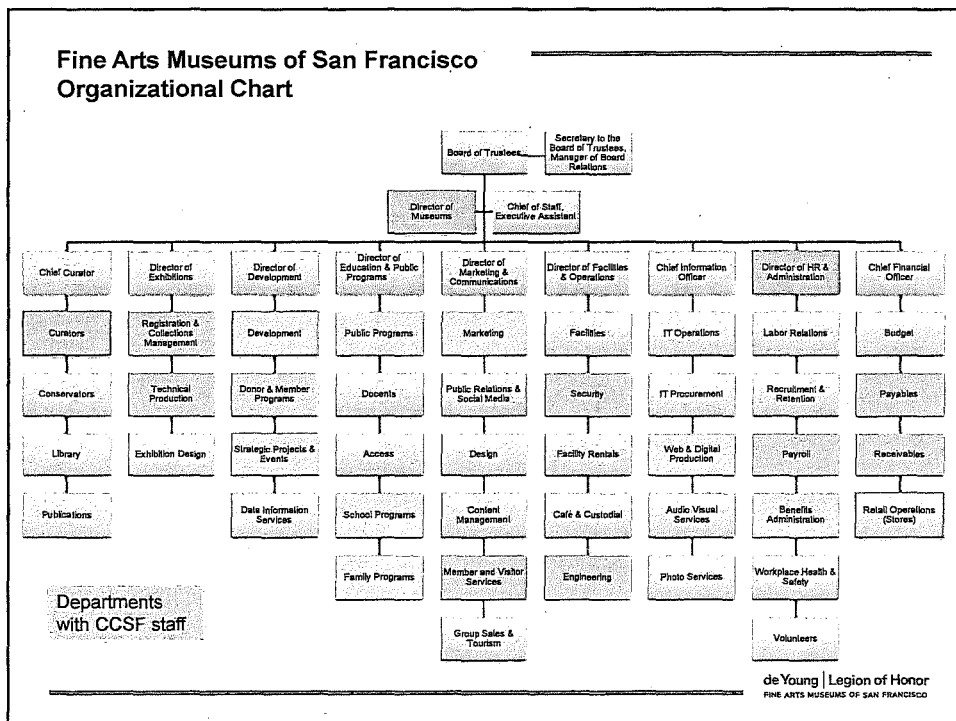
Governance Structures

Fine Arts Museums of San Francisco
(FAMSF)
Charitable Trust of CCSF

- Guiding documents:
 - [City Charter](#)
 - [Bylaws](#)
- Open Meetings
- Trustees required to file certain public disclosures
- Self-perpetuating Board elects new members based on a nominating committee slates

Corporation of the Fine Arts Museums
(COFAM)
501(c)(3) Nonprofit organization

- Guiding documents:
 - [Articles of Incorporation](#)
 - [Bylaws](#)
- Self-perpetuating Board elects new members based on a nominating committee slates



519 Full-time and part-time employees at Legion of Honor and de Young

- FAMSF/CCSF employs 188 people at both Museums
- COFAM employs 331 people
 - 192 at de Young
 - 18 at Legion
 - 119 at both museums
 - 2 at warehouse

FAMSF/CCSF Staff

Classification	Title	Position Type	Number of Positions	Union	Supervised by COFAM Manager
922	Manager I – Curator in Charge, Achenbach; Associate Director of Security	PCS	2	MEA	Yes
923	Manager II – Director of Security	PCS	1	MEA	Yes
931	Manager III – Director of HR and Admin	PCS	1	MEA	No
963	Dept Head III – Director of Museum	PEX	1	MEA	No
1222	Senior Payroll & Personnel Clerk	PCS	1	1021	No
1244	Senior Human Resources Analyst	PCS	1	21	No
1654	Accountant II	PCS	1	21	Yes
3302	Admission Attendant	PCS	10	1021	Yes
3302	Admission Attendant	TEX	4	1021	Yes
3525	Chief Preparator	PCS	1	1021	Yes
3546	Curator 4	PEX	1	1021	No
3554	Associate Museum Registrar	PCS	2	1021	Yes
7120	Bldgs & Grounds Maint Supt	PCS	1	39	Yes
7203	Bldg & Grounds Maint Sprv	PCS	1	39	No
7334	Stationary Engineer	PCS	6	39	No
7334	Stationary Engineer	TEX	4	39	No
7335	Senior Stationary Engineer	PCS	2	39	No
8202	Security Guard	PCS & TPV	16	1021	No
8202	Security Guard	TEX	13	1021	No
8226	Museum Guard	PCS & TPV	54	1021	No
8226	Museum Guard	TEX	58	1021	No
8228	Museum Sec Supv	PCS & TPV	6	1021	No
8229	Mgr Museum Security Services	PCS	1	MEA	No

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COFAM Staff

Classification	Position Type	Number
Union (SEIU 1021 COFAM Chapter)	Regular	98
Merit	Regular	106
Neither	On Call/As Needed	127

- COFAM positions supervised by CCSF Manager
- 19 Museum Technicians
 - 4 HR/Payroll
 - 10 Executive Leadership Team

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COFAM Staff by Location

Location	Number
de Young	192
Legion of Honor	18
Both de Young & Legion	119

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Who Manages Whom?

All staff ultimately report to Director of Museums, who is a City department head and CEO of COFAM

Since CCSF and COFAM staff work side by side in many departments, there are not separate managers for each staffs

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**Are CCSF and COFAM staff
paid the same for similar
work?**

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Who has Access?

Permanent staff are issued a unique access card that is programmed to allow access to areas in accordance with the employee's job duties.

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Who has Access?

Access Areas are categorized as:

Level 1: Basic Access

Level 2: Moderate Risk

Level 3: High Risk, direct art access

must be approved (per TSA and
lender requirements)

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Do Non-Profit Workers Oversee Public Employees?

Yes, in certain departments:

- Visitor services
- Security
- Engineering
- Curatorial (2 curators)
- Registration/Collections Management

All ultimately report to the Director, a City
Department Head

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Where Can Employees Take Grievances?

Any employee of FAMSF/CCSF
or COFAM may make a
complaint in writing, by email or
phone to either the FAMSF or
COFAM Board of Trustees

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Where Can Employees Take Grievances?

Any employee or member of the
public may make public
testimony at an FAMSF Board
meeting

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Where Can Employees Take Grievances?

Any FAMSF or COFAM employee
who is a union member may
engage in their unions' grievance
process

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How is Employee Feedback Solicited & Received?

Comment boxes are located in break rooms
at the de Young and Legion of Honor. A
staff comments committee logs comments
and forwards them to the appropriate
supervisors.

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Who Manages Finances?

The Finance Department under the CFO manages budget requests to the City, and manages budget and finance for COFAM.

The CFO makes quarterly reports on the FAMSF City budget to the CCSF Controller's Office.

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Audits

COFAM is audited every year.

Since FAMSF does not disburse City funds, it is not audited. (City funding of FAMSF is disbursed directly to payees by CCSF.)

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Who Monitors Gifts of Art?

- The Board of Trustees office tracks gifts of art to the City.
- Art acquisitions are reported to the FAMSF Board 3-4 times per year.
- The Registration / Collections Management department maintains records of each work of art: location, condition, provenance, etc.

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Who Monitors Gifts of Art?

- Fine Arts does not value or appraise gifts of art.
- If a donor furnishes an appraisal, the appraised amount is logged into the collection management system.
- If a work is purchased, the purchase price is logged in our collections management system.
- Works are sometimes appraised in preparation for loan to other museums.

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