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**Date:** 12/31/2016    **Updated:** 12/31/2021    **Date To Be Reviewed:** Five Years – 12/31/2026

**Title of Document:** 9.2 LOPR\_Risk Manager

**Background:**

The Risk Management program purchases insurance and researches contingencies to cover the City's potential liabilities for the following risk exposures: general liability, automobile and other vehicles, and workers' compensation. The City's insured properties include all City facilities and equipment.

The overall coordination of risk management lies within the City's Human Resources Department and under the direction of the Human Resources/Assistant City Manager position. The Human Resources Director is also the City's Risk Manager as outlined in the job description.

**Procedure:**

As stated on the Human Resources *About* webpage located at:

<https://www.ci.oswego.or.us/hr/about-human-resources>, the City of Lake Oswego Human Resources Department is responsible for providing a full-range human resources services and programs to the City, one of which is Risk Management:

- Develop and implement the City's risk management policies and programs

The Human Resources Director job description states: This position provides tools, concepts and illustrative strategies on issues related to organizational structure and staffing; training and development; compensation and benefits; safety, health and risk management; and employee relations.

**Links to Sources:**

HR Risk Management Responsibility: <https://www.ci.oswego.or.us/hr/about-human-resources>

Risk Management Public Statement: <https://www.ci.oswego.or.us/hr/risk-management>

**Related Documents:**

9.1 LOPR\_Risk Management Policy

9.1.1 LOPR\_Risk Management Plan

Human Resources Director Job Description

**Responsibility/Contacts:** Human Resources Director, Parks & Recreation Director, Deputy Directors, Administrative Assistants